

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B4400532

PRINT DATE: 05/29/14

PAGE: 01

<b>SHIP TO:</b>  AS SPECIFIED ON INDIVIDUAL ORDERS		
<b>VENDOR ID:</b> 1352478947 POWER CLEANING PROFESSIONALS INC 4127 KATHLAND AVE  BALTIMORE, MD 21207 (443 ) 529-4884		<b>REFER QUESTIONS TO:</b>  MICHELLE FRIERSON (410 ) 767-3002 MICHELLE.FRIERSON@MARYLAND.GOV
<b>ITB:</b> 001IT819420	<b>EXPR DATE:</b> 06/01/17 <b>POST DATE:</b> 05/28/14	<b>DISCOUNT TERMS:</b> . NET 30 DAY <b>CONTRACT AMOUNT:</b> 200,796.00

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

H00 14 33541 0813  
H00 15 33541 0813  
H00 16 33541 0813  
H00 17 33541 0813

SMALL BUSINESS RESERVE PROCUREMENT.

MINORITY BUSINESS ENTERPRISE GOAL IS TEN PERCENT (10%)

TIER ONE - MD LIVING WAGE CONTRACT.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	91039-CUSTOD	LT	156,996.0000

CUSTODIAL SERVICES

TO PROVIDE JANITORIAL SERVICES FOR THE EDWARD F. BORGERDING DC/MSC LOCATED AT 5800 WABASH AVE BALTIMORE MD 21215 FOR A PERIOD OF THREE YEARS (3) YEARS, BEGINNING JUNE 1, 2014 THROUGH MAY 31, 2017.

MONTHLY COST: \$4,361.00

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LINE #	STATE ITEM ID	U/M	UNIT COST
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0002	91039-JANALT	LT	15,000.0000
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JANITORIAL ADD ALTERNATE (WINDOW WASHING, CLEAN CARPETS, ETC.)

ADD ALTERNATE #1 (SEMI-ANNUAL) - CLEAN AND SHAMPOO CARPET AT THE EDWARD F. BORGERDING DISTRICT COURT/MSC.

COST: \$2,500.00 EACH

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0003	91039-JANALT	LT	15,000.0000
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JANITORIAL ADD ALTERNATE (WINDOW WASHING, CLEAN CARPETS, ETC.)

ADD ALTERNATE #2 (SEMI-ANNUAL) - CLEAN ALL INTERIOR AND EXTERIOR GLASS WALLS AT THE EDWARD F. BORGERDING DISTRICT COURT/MSC.

COST: \$2,500.00 EACH

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0004	91039-JANALT	LT	7,500.0000
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JANITORIAL ADD ALTERNATE (WINDOW WASHING, CLEAN CARPETS, ETC.)

ADD ALTERNATE #3 (ANNUAL) - CLEAN ALL LIGHTING FIXTURES AT THE EDWARD F. BORGERDING DISTRICT COURT/MSC.

COST: \$2,500.00 EACH

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0005	91039-JANALT	LT	6,300.0000
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JANITORIAL ADD ALTERNATE (WINDOW WASHING, CLEAN CARPETS, ETC.)

ADD ALTERNATE #4 (ANNUAL) - CLEAN ALL VENETIAN BLINDS AT THE EDWARD F. BORGERDING DISTRICT COURT/MSC.

COST: \$2,100.00 EACH

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END OF ITEM LIST

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THE BLANKET PURCHASE ORDER (BPO) ISSUED AS A RESULT OF THE INVITATION TO BID (ITB) AND ANY SUBSEQUENT AMENDMENTS,

\*\*\* CONTINUED, NEXT PAGE \*\*\*

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TERMS (cont'd):

MODIFICATIONS OR OPTIONS ISSUED RELEVANT TO THE ITB OR BPO, SHALL COMPLY WITH ALL OF THE TERMS, CONDITIONS AND SPECIFICATIONS ISSUED WITH THE ITB AND ARE INCORPORATED IN AND MADE PART OF THE BPO.

12-8032  
MDGS'S SBR CERTIFICATION NUMBER

THE BOARD'S APPROVAL OF THIS CONTRACT ALSO CONSTITUTES THE BOARD'S DESIGNATION OF THE CONTRACT AS AN ELIGIBLE CONTRACT FOR HIRING AGREEMENTS AS SET FORTH IN SECTION 13-244 STATE FINANCE AND PROCUREMENT ARTICLE.

HOUSEKEEPING SUPPLIES IN SUPPORT OF THIS CONTRACT ARE TO BE PURCHASED FROM BLIND INDUSTRIES AND SERVICES OF MARYLAND (BISM) TO THE EXTENT THEY ARE AVAILABLE.

\*\*\*\*\* LAST PAGE \*\*\*\*\*

AUTHORIZED BY:

  
BUYER AUTHORIZED DESIGNEE

DATE:

5/29/14

**SECTION C – SPECIFICATIONS**  
**Maryland Department of General Services**  
**Edward F. Borgerding District Court Building/Multi-Service Center**  
**Janitorial Services**  
**ITB #001IT819420**  
**eMarylandMarketplace#MDDGS31013057**  
**A Small Business Reserve (SBR) Solicitation**  
**with a 10% Minority Business Enterprise (MBE) Goal**

**GENERAL INFORMATION**

- A. This ITB has been issued by:
- Michelle Frierson, CPPB, Procurement Officer Lead  
Maryland Department of General Services  
Email – Michelle.Frierson@maryland.gov
- All communications regarding this solicitation are to be made solely through the Procurement Officer or his/her designee.
- B. This ITB is to be read and construed as a whole.
- C. Prospective Bidders who have received this document from a source other than eMarylandmarketplace <https://emaryland.buyspeed.com> or from the Procurement Officer should immediately register on eMarylandmarketplace so that any changes or additional materials related to this ITB can be sent to them.
- D. Bidders agree to fully comply with each and every section, subsection and addendum of this solicitation. Failure to comply may result in the rejection of the Bid. Bidders **shall not** change or alter any Attachment or alter any State attachments or the Bid may be rejected.
- E. Each Bidder is responsible for fully reading and understanding the terms and conditions of this ITB. Any Bidder finding any discrepancy in or omission from the ITB, or who is in doubt as to the meaning of any provision of this ITB, must direct questions or requests for clarification in writing to the DGS Procurement Officer at the earliest possible time.
- F. In the event it becomes necessary to revise any part of the ITB, or if any additional information is required to enable potential offers to interpret the provisions of the ITB, an amendment will be issued by DGS and posted on eMarylandmarketplace. PROSPECTIVE BIDDERS SHOULD REVIEW EMARYLANDMARKETPLACE PERIODICALLY TO DETERMINE WHETHER OR NOT DGS HAS ISSUED AN AMENDMENT TO THIS ITB. DGS is not responsible for notifying Bidders of amendments to this ITB other than by posting amendments on eMarylandmarketplace.
- G. Small and Minority Business Enterprises are encouraged to respond to this solicitation.

1. **BACKGROUND:**

The specifications pertain to janitorial services for the Edward F. Borgerding District Court Building located at 5800 Wabash Avenue, Baltimore, MD 21215, which is managed under the authority of the Department of General Services, Facilities Operations and Maintenance, an agency of the State of Maryland

2. **SCOPE OF WORK:**

2.1 The Contractor shall furnish all labor, equipment and supplies (except those specified in Sections 15.1 and 15.2) necessary to perform the daily, three times per./wk., weekly, bi-weekly, twice yearly, semi-annual and annual cleaning of the building in strict conformance with the standards specified in these Detailed Specifications.

2.2 The net cleanable square footage and counts of this facility is as follows:

Approximately 11,710 square feet of Terrazzo Tile  
Approximately 1,880 square feet of Inlaid Tile  
Approximately 6,790 square feet of Resilient Tile  
Approximately 3,040 square feet of Inlaid Tile  
Approximately 40,630 square feet of Carpeted floor surface\  
Approximately 64,050 Net Cleanable Square Feet

<b><u>Description</u></b>	<b><u># of Units</u></b>
Trash cans	300
Drinking fountains	5
Sq. ft. of glass	3,346
Basins, Urinals, Toilets, and dispenser	120
Mats	15
Windows	175
Venetians Blinds	116
Light Fixtures	810

**Note:** All details on square footage and number of units are approximate. It is the responsibility of the bidder to take their own measurements and counts. Bids are accepted base on **NET SQUARE FEET OF CLEANABLE SPACE AND RESTROOMS**. Bidders are advised to take their own measurements and count.

2.3 The Contractor **must** own or acquire, prior to the start date of the contract, all necessary commercially rated equipment for the proper performance of the contract. Said equipment **must** be at the facility and be fully operational upon the start of the contract.

3. **TERM OF THE CONTRACT:**

The term of this contract shall be for a period of **three (3) years** beginning **May 1, 2014** and ending **April 30, 2017**.

4. **PRE-BID CONFERENCE/SITE VISIT:**

Each bidder is encouraged to attend the scheduled pre-bid conference/site visit, although it is not mandatory (see Section A, Paragraph 7). The pre-bid conference/site visit is scheduled for **Wednesday, February 26, 2014 at 2:30 p.m.**, at the Edward F. Borgerding, Sr. District Court/Multi-Service Center, 5800 Wabash Ave., Baltimore, MD 21215 in the DGS's Office Rm 103. At the scheduled site visit, each bidder will be permitted to examine the building, familiarize himself/herself with the full nature and extent of the work and obtain answers to questions about or clarifications of the contract. It is the sole responsibility of the Contractor to familiarize himself/herself fully with the building and the contents of these specifications. Failure to do so does not relieve the successful bidder from his/her obligations to comply with all aspects of this Bid package for the amount bid he/she specifies as his/her bid. **As part of a responsibility determination, bidders may be required to schedule a site visit with the contact person identified on the solicitation to inspect specific conditions at the facility in detail to ascertain that their bid price represents the scope of work identified in the bid document.** For more site visit information, contact Mr. Michael Gorham, Maintenance Supervisor, Mr. Adrian Randall, and Regional Manager at 410-878-8088.

5. **HOURS WHEN WORK MAY BE PERFORMED**

- 5.1 Standard operating hours for the Edward F. Borgerding District Court Building is Monday through Friday 7:00 a.m. to 5:00 p.m. (the facility is open to the public at 8:00 a.m.).
- 5.2 Work Hours for the Day Porter shall be Monday through Friday 7:00 a.m. until 3:30 p.m.
- 5.3 Work may be performed by the Evening Janitorial Staff between the hours of 5:00 p.m. and 10:00 p.m. Monday through Friday. All daily, three time per./wk, weekly, bi-weekly, twice yearly, semi-annual and annual and any additional tasks are to be performed between these hours, or on State holidays and weekends with prior approval of the Multi-Service Center Manager or his/her designee.

6. **SCHEDULING OF WORK**

- 6.1 At least five (5) days prior to the contract starting date, the Contractor shall submit in writing to the Multi-Service Center Manager or his/her designee the name and phone number of the On-site Supervisor authorized to act for the Contractor in every detail for the janitorial cleaning services.
- 6.2 Prior to the commencement of the Contract, the Multi-Service Center Manager or his/her designee will confer with the Contractor and review the total specification requirements, total workload and the cleaning methods proposed by the Contractor (See 16.1).
- 6.3 Prior to the commencement of the Contract, the Contractor will provide to the Multi-Service Center Manager or his/her designee a monthly schedule of performance for all daily, three time per./wk, bi-weekly and twice yearly janitorial tasks.

7. **ON-SITE SUPERVISOR:**

- 7.1 The successful Contractor shall provide for an On-Site Supervisor who will represent the Contractor in all matters concerning this contract. The On-Site Supervisor must have at least two (2) years experience with cleaning supervision for services of the type and size of these specifications herein.
- 7.2 The On-site Supervisor shall start work at 4:30 p.m., Monday through Friday and be available to the Multi-Service Center Manager or his/her designee, between the hours of 4:00 p.m. to 4:30 p.m. when requested, for the purpose of obtaining instructions or becoming informed about the deficiencies in the janitorial work or any other reason the Multi-Service Center Manager or his/her designee should wish to confer with the On-Site Supervisor.
- 7.3 Failure of the On-Site Supervisor to be present at any time janitorial work is performed under this contract, including weekends and holidays, excluding hours for the Day Porter will be considered as a breach of contract and shall be cause to consider the Contractor in default. If the On-site Supervisor is unavailable for any reason, the Contractor must provide services in the same capacity as the On-site Supervisor in his/her absence.
- 7.4 The Contractor will provide the On-Site Supervisor with a copy of these detailed Specifications and the appropriate schedules and standards.
- 7.5 The On-Site Supervisor is responsible for presenting to the Multi-Service Center Manager or his/her designee a schedule of dates and times when the semi-annual and annual tasks will be accomplished. This schedule is to be presented no later than thirty (30) calendar days following the first day of service under this contract. Failure of the On-Site Supervisor to provide the Multi-Service Center Manager or his/her designee with the schedule of semi-annual and annual cleaning tasks within thirty (30) calendar days of the start of the Contract will be considered as a breach of contract and shall be cause to consider the Contractor in default.

- 7.6 The On-site Supervisor shall provide a daily written report at the end of each day to include the task(s) and/or Add Alternates, Forms: all janitor's activity, work performed, supplies requested and used etc.. fill out all forms requested by the building manager or his designee. accomplished and the names of personnel on site, signed and dated by the superior
- 7.7 The On-Site Supervisor is accountable for the behavior of all Contractors personnel assigned to this contract.
- 7.8 The On-Site Supervisor must have the ability to fully speak and write English.

8. **PROVISIONS FOR A DAY PORTER:**

- 8.1 The Contractor shall provide one (1) full-time Day Porter to perform janitorial tasks from 7:00 a.m. to 3:30 pm., Monday through Friday except State holidays. The Day Porter shall help with the upkeep of some buildings areas such as lobby floors, executive offices, window ledges, cells, restrooms and any other tasks that may be requested by DGS staff during daytime hours.
- 8.2 The full time Day Porter shall receive his or her instruction and job duties the supervision of the Multi-Service Center Manager or his/her designee and will not require the contractor to be on-site when performing janitorial services. However, the contractor shall inspect the Day Porter's work a minimum of one (1) time within a five (5) calendar day period, unless the Multi-Service Center Manager or his/her designee requests more frequent inspections.
- 8.3 The Contractor shall notify the Multi-Service Center Manager or his/her designee any time the Day Porter will not be reporting for duty during the hours defined above due to illness, vacation or any other reason scheduled or unscheduled.
- 8.4 The Contractor shall provide a replacement Day Porter during such absences that are familiar with the facility and the requirements of the contract pertaining to the Day Porters responsibilities. If absences are unscheduled the Contractor shall provide an adequate replacement Day Porter as described above, within one (1) hour of the regular start time. The replacement Day Porter must be familiar with the contract specifications and must be able to perform all tasks as required.
- 8.5 Failure of the Contractor to provide an adequate replacement of the Day Porter as described above, shall be considered as a breach of contract and shall be cause to consider the Contractor in default.

9. **PROVISION OF EVENING JANITORIAL STAFF:**

- 9.1 The Contractor shall also provide evening janitorial personnel between the hours of 5:00 p.m. and 10:00 p.m., Monday through Friday except State holidays. The evening janitorial staff shall perform daily, three times per. /wk, weekly bi-weekly, twice yearly, semi-annual and annual janitorial tasks. These tasks shall be performed Monday through Friday, or, on State holidays and weekends with the prior approval of the Multi-Service Center Manager or his/her designee.
- 9.2 The Contractor shall provide the Multi-Service Center Manager or his/her designee, a schedule of regular daily work hours for each evening janitor.
- 9.3 Failure of the Contractor to provide an adequate evening janitorial staff as described above shall be considered as a breach of contract and shall be cause to consider the Contractor in default.



10. **DAILY SIGN-IN AND SIGN-OUT OF THE CONTRACTORS EMPLOYEES:**

All the Contractors janitorial personnel will be required to sign-in and sign-out of the building. The security guard on duty will verify the time logged in and the time logged out for all personnel.

11. **STATE HOLIDAYS:**

State holidays on which janitorial services may not be required from the Contractor; unless prior approval is given by the Multi-Service Center Manager or his/her designee, are:

New Years Day	Memorial Day	Veterans' Day
Martin Luther King Day	Independence Day	Thanksgiving Day
Presidents Day	Labor Day	Day after Thanksgiving
	Columbus Day	Christmas Day

And all other additional days authorized by the Governor, plus official general election holidays.

12. **BUILDING CLOSURE:**

Whenever State employees are excused early as the result of heavy snow accumulation, severe inclement weather or hazardous conditions, the Contractor must make every reasonable effort to provide janitorial services, particularly if the occurrence is on a Friday or is a day preceding a holiday. Work should be performed during the holiday or weekend so that the building shall be cleaned prior to office hours on the following working day. Should the Contractor be unable to provide janitorial services to the building, the Contractor must notify the Multi-Service Center Manager or his/her designee that services will not be provided. The Contractor shall not receive payment for any daily tasks not performed as a result of the building being closed.

13. **EMERGENCY CONDITIONS:**

Should an emergency condition requiring immediate attention exist, (such as flooding of a particular section of the building), the Contractor shall divert his/her force or whatever part thereof as directed by the Multi-Service Center Manager or his/her designee as necessary from their normal assigned duties to meet the condition. When these employees are no longer required for the special work, they shall be directed to return to their normal duties and the Contractor shall not be penalized because the normal daily work which otherwise would have been performed during the interval has been neglected.

14. **SUPPLIES FURNISHED BY THE STATE:**

14.1 The State shall furnish all paper hand towels, toilet paper, and hand soap. These supplies shall be stocked in the janitorial closets by State personnel. Records of usage of these supplies will be maintained by the State. The Contractor will be held accountable for any excessive usage of these supplies.

14.2 All Housekeeping supplies in support of this Contract are to be purchased from Blind Industries and Services of Maryland (BISM) to the extent they are available. Attached is a price list and product description. Additional information may be obtained from BISM direct by calling Russ Diane at (410) 737-2627. As this is a mandatory requirement, failure to comply will be considered a contract default. A copy of the contract will be provided to BISM for follow up.

15. **SERVICE TO BE SUPPLIED BY THE STATE:**

15.1 The State will supply the Contractor with light, heat, power, hot and cold water for the cleaning of the building. (NOTE: hot water temperature is regulated by the States energy guidelines and



cannot be increased above the current guideline temperature.) Building temperatures are adjusted during non-business hours to reduce energy usage; workers may occasionally need to dress in cooler or warmer clothing as building temperature dictates.

- 15.2 The State will provide janitorial closets for the housing of the Contractors equipment and supplies. These closets will be supplied with locks to safeguard the Contractors property. These closets must be maintained in a clean, neat and orderly condition by the Contractor. Keys to the janitorial closets will be the responsibility of the Contractor. Should the Contractor lose these or any other building keys, they shall be responsible for the cost of replacing or re-keying the locks so affected.
- 15.3 The State will supply large trash receptacles (dumpsters) for the final disposal of trash collected in the building. The Contractor shall deposit all trash collected in the building in the receptacle provided and insure that all lids, doors, or other openings to the receptacles are closed and latched.

16. **SUPPLIES, MATERIALS, EQUIPMENT AND UTILITIES SUPPLIED BY CONTRACTOR:**

- 16.1 Furnish all supplies and materials for the performance of the work under this contract. Fifteen (15) days prior to the starting date of this contract, the Contractor must submit to the Multi-Service Center Manager or his/her designee, a list giving the brand name, manufacturer, material safety data sheets for and intended use of each of the supplies and materials that he/she proposes to use in the performance of the work. The Contractor shall not use any material or supplies which the Multi-Service Center Manager or his/her designee determines would be unsuitable for the purpose, or harmful to the surfaces to which applied, or to any other part of the building, its contents, or equipment
- 16.2 Furnish all necessary commercially-rated cleaning equipment including power driven floor scrubbing machines, polishing machines, industrial type HEPA vacuum cleaners, large dumper type trash can on wheels for trash pick-up etc., required for the performance of the work under this contract. This equipment must be of the size and type customarily used in work of this kind and must meet the approval of the Multi-Service Center Manager or his/her designee.
- 16.3 Ensure that each piece of equipment delivered to the contract site for use under this contract is serially numbered and appropriately identified with a plate affixed thereon. The Contractor must furnish the Multi-Service Center Manager or his/her designee with a listing of all the equipment delivered to the building with the corresponding serial numbers. On a schedule established by the Multi-Service Center Manager or his/her designee, an inventory is to be made of the equipment. The purpose of the inventory is to ensure that all equipment is in operating condition and that the quantity and quality agreed upon at the award of this contract is the same. The Contractor shall accompany the designated State employee conducting the inventory. It is the responsibility of the Contractor to provide only those items approved at the beginning of the contract. Further, all equipment shall be operative at all times. Any in-operative equipment shall be repaired and/or replaced within a 24-hour period.
- 16.4 The contractor and the Multi-Service Center Manager or his/her designee, shall inventory all the materials and equipment on hand during the final month of the contract period and develop a listing of all the materials and equipment which have been paid for by the State. Any materials remaining at the termination of the contract that have been paid by the State will remain the property of the State.

17. **WORK EXCLUDED FROM THE CONTRACT:**

All mechanical rooms, electrical rooms, any areas used exclusively for building maintenance and any garage areas are excluded from this contract.

18. **JANITORIAL TASKS - 18.1 THROUGH 18.16:**

The building must be cleaned at the frequency and to the standards as detailed in these specifications. The Multi-Service Center Manager or his/her designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications.

Failure to perform a task or to perform a task to the specified standards will result in a reduction in the Contractors monthly invoice as indicated in Section 23 of these specifications. The Contractor may appeal the Multi-Service Manager/Designee determination in accordance with Section 24.

18.1     **TASK: D-1**                     **Empty Trash Cans and Remove Trash Inside and Outside Building including bags of paper for recycling, boxes placed for disposal and change trash can liners daily or as needed.**

**FREQUENCY:**                     **DAILY**

**LOCATIONS:**                     **Lobbies, General Offices, Executive Offices, Judges Chambers, Conference rooms, Courtrooms, Corridors, Lounges, Restrooms, Holding Cells. All trash can interior + exterior. Thought-out building**

**STANDARDS:**

1.       All trash receptacles are emptied.
2.       All small loose trash is placed in large plastic bags and deposited in dumpster provided. Large plastic bags are closed and tied and are free from holes which would allow trash or liquids to escape and are deposited in the dumpster promptly.
3.       Dumpster doors are left closed and latched.
4.       All emptied trash cans have liners that are free of soil and stains caused by liquids, coffee grounds, cigarette ashes, food, garbage or any other substance which creates an odor or will adhere other trash to the side of the liner.
5.       All items marked as Atrash@ are removed and boxes that are not recyclable are broken down prior to placement in dumpster.

18.2     **TASK: D-2**                     **Refill Paper Towels, Toilet Tissue and Liquid Hand Soap**

**FREQUENCY:**                     **DAILY**

**LOCATIONS:**                     **Restrooms, Judges Chambers, Employees Lounges, and \*Holding Cells; All restrooms thought- out building**

**STANDARDS:**

1.       All paper towel dispensers are filled to 3/4 capacity so paper towels are dispensed easily and correctly from dispenser.
2.       All toilet paper dispensers have at least 1/2 roll of toilet paper and rolls are properly installed in dispensers.

3. All hand soap dispensers are filled to 3/4 capacity with the proper ratio of soap to water. That the soap dispenser has been accessed properly and the dispenser has been restored to proper operating condition.

**\*TOILET PAPER ONLY IN HOLDING CELLS**

18.3    **TASK: D-3**                      **Clean and Disinfect Basins, Toilets, Urinals, and Sanitary Napkin Depositories, walls adjacent to urinals and toilets, clean mirrors, dust mop followed by wet mopping floors.**

**FREQUENCY:                      DAILY**

**LOCATIONS:                      Restrooms, Judges Chambers, Holding Cells, though out building**

**STANDARDS:**

1. Basins, counter tops, and plumbing are to be disinfected and free of stains, dirt, hair, smudges, smears, and water spots. Chrome fixtures or pipes shined.
2. Toilets, toilet seats and urinals are to be disinfected and free of stains, dirt, hair, smudges, smears, water spots, encrustation, rust and odor. Exterior of sanitary napkin depositories are free of smudges, smears, dirt, film, rust, haze and odor. Contents of depositories bagged in plastic bags, plastic bags tied and deposited in dumpster.
3. All dirt, melting compounds, dust and trash removed from floors.
4. No dirty water, cleaning solution, residue or mop marks should be visible on floors or walls.
5. All corners and areas adjoining vertical walls shall be free of dirt, dust, trash; dirty water residue, cleaning solution residue and wax build up.

18.4    **TASK: D-4**                      **Clean Glass**

**FREQUENCY:                      DAILY**

**LOCATIONS:                      Entrances - Main Lobbies, lobby area and Courtrooms**

**STANDARDS:**

1. Glass shall be free of smears, smudges, fingerprints and be uniform in appearance without residue or haze.

18.5    **TASK: D-5**                      **Clean and Disinfect Water Fountains**

**FREQUENCY:                      Daily**

**LOCATIONS:                      Lobbies, Corridors, Lounges and throughout building**

**STANDARDS:**

1. All water spots, dirt, smudges, smears, film and haze is removed from water fountain.
  2. Stubborn stains are removed and no damage is done to surfaces or water fountains.
- 18.6    **TASK: W-3X 1**            **Dust Mop followed by Wet Mop All Ceramic Tile, Marble Terrazzo, Vinyl Tile, Marble Resin Composite Tile and Main Lobby Stairs, All floors throughout building**
- FREQUENCY:**            **MONDAY, WEDNESDAY AND FRIDAY**
- LOCATIONS:**            **Main Entrances and Lobby Areas Including Stairwell, Lounges and Seating Areas, Offices and Storage Areas, Elevators, Elevator tracks and all Floors throughout building**
- STANDARDS:**
1. All dirt, ice melting compounds, spill stains, dust and trash removed from floors.
  2. No dirty water, cleaning solution residue or mop marks shall be visible on floors.
  3. All corners and areas adjoining vertical walls or stairs shall be free of dirt, dust, trash; dirty water residue, cleaning solution residue and wax build up.
  4. Use QP 2000 floor cleaner or equivalent (washing with a detergent that is completely neutral) do not use commercial cleaning product which contain salts, acids and alkali. Use QP 2000 floor cleaner or equivalent on MARBEL RESIN COMPOSITE
- 18.7    **TASK: W-3X2**            **Vacuum Carpeted Areas and Floor Mats**
- FREQUENCY:**            **MONDAY, WEDNESDAY, FRIDAY**
- LOCATIONS:**            **Judges Chambers, General Offices, Executive Offices, Courtrooms, Carpeted Corridors, Carpeted Reception Areas, Lobbies, Elevator Floors and Tracks, All Carpeted Floor**
- STANDARDS:**
1. Carpets are to be free of all dirt, dust, paper clips, and small pieces of paper or other trash.
  2. Furniture is to be returned to its original position.
  3. All dirt, dust and trash removed from floor mats.
  4. Floor mats returned to their original positions.
- 18.8    **TASK: W-3X3**            **Elevators**
- FREQUENCY:**            **MONDAY, WEDNESDAY, FRIDAY**
- LOCATIONS:**            **All elevators in building**
- STANDARDS:**

1. Clean any debris out of elevator and tracks.
2. Damp mop/wet mop tile floors, vacuum and spot clean carpeted floor.
3. Clean and polish all elevators surfaces.
4. Floor mats returned to their original positions.

18.9    **TASK: W 1**                      **Clean Glass and /or Mirrors**

**FREQUENCY:**                      **WEEKLY**

**LOCATIONS:**                      **General Offices, Executive Offices, Judges Chambers, Lounges**  
**Courtrooms, Corridors, Thought- out building**

**STANDARDS:**

1. Glass shall be free of smears, smudges, fingerprints and be uniform in appearance without residue or haze.

18.10   **TASK: BW-1**                      **Spray Buff All Ceramic, Marble Terrazzo, Marble Resin Composite**  
**Tile and Vinyl Tile, All floor thought-out building**

**FREQUENCY:**                      **BI-WEEKLY**

**LOCATIONS:**                      **Lobbies, Reception Areas, Corridors, Lounges, Stairwells**  
**Landings, Elevators, Offices, Storage Areas and all floors thought**  
**out building.**

**STANDARDS:**

1. Floors are to have an even gloss sheen, free of any buffing or swirl marks and present a uniform appearance.
2. No wax residue or buildup in corners or areas of floor adjoining vertical walls or stairs.
3. Floor mats shall be rolled up and set aside before buffing to prevent damage to mat edges and replaced when buffing is complete.
4. Use QP 2000 floor finish or equivalent (washing with a detergent that is completely neutral) do not use commercial finish product which contain salts, acids and alkali). For MARBLE RESIN COMPOSITE

18.11   **TASK: BW-2**                      **Dust All Horizontal and Vertical Surfaces**

**FREQUENCY:**                      **BI-WEEKLY**

**LOCATIONS:**                      **Judges Chambers, General Offices, Executive Offices, Lobbies,**  
**Corridors, Lounges, Conference Rooms and Courtrooms, All**  
**surfaces though out building**

**STANDARDS:**

1. All dust removed from all horizontal and vertical surfaces in the above areas including all window ledges, desks, file cabinets, storage cabinets, wooden furniture, pictures, plaques bulletin boards, etc. throughout building

18.12 **TASK: BW-3** **Spot Clean Building Surfaces**

**FREQUENCY: BI-WEEKLY**

**LOCATIONS: Lobbies, General Offices, Executive Offices, Judges Chambers, Conference Rooms, Corridors, Lounges and Restrooms, Holding Cells, All building surfaces**

**STANDARDS:**

1. All vinyl, painted or ceramic tile walls and restroom partitioning shall be free of smudges, smears, marks, dirt, fingerprints or other soil. Surfaces will be free of detergent residue, streaks, film or haze.

18.13 **TASK: BW-4** **Spot Clean Lobby and Courtroom Furniture**

**FREQUENCY: BI-WEEKLY**

**LOCATIONS: Lobbies, Courtrooms, Corridors and Lounges,**

**STANDARDS:**

1. All dirt, dust, smudges, smears and fingerprints are removed from furniture. Furniture exhibits clear shine free of residue or haze.

18.14 **TASK: W-2** **Spot Clean Carpet Stains**

**FREQUENCY: WEEKLY**

**LOCATIONS: All Carpeted Areas**

**STANDARDS:**

1. Carpet is to be free of stains, spots, or marks of any kind which can be removed by carpet cleaners.

18.15 **TASK: TY-1** **Strip and Wax All Tile, Terrazzo, Composite Floors Subbing for all rest room and holding cells**

**FREQUENCY: TWICE PER YEAR**

**LOCATIONS: All Tile, Terrazzo, Composite, etc. All floors throughout building**

**STANDARDS:**

1. All old wax removed from tile, terrazzo, composite floors.
2. All wax stripping solution removed from floor and surrounding walls areas.
3. New wax applied three (3) even coats for a high gloss.
4. No traces of dirt or marks on tile surfaces.
5. Floors are to have an even gloss sheen, free of any imperfection and present a uniform appearance.
6. All furnishings displaced or removed shall be returned to their original locations.
7. Use QP 2000 Zip Strip and QP 2000 floor finish or equivalent (washing with a detergent that is completely neutral) Do not use commercial finish product which contain salts acids and alkali). On main Lobby + 2<sup>nd</sup> fl. Hall
8. **NOTE: REQUESTING PRICE FOR STRIPPING AND WAXING FOR INFORMATION ONLY**

19. **ADD ALTERNATES, #1 THROUGH #4**

**ADD ALTERNATE #1                      Clean and Shampoo Carpeting**

**FREQUENCY:                      SEMI-ANNUALLY**

**LOCATIONS:                      All Carpeted Areas of building**

**STANDARDS:**

1. Carpets shall be extraction cleaned and shampooed according to manufactures recommendations.
2. Carpet is to be free of all dirt, stains, shampoo residue or other soil which can be removed through proper cleaning.
3. Carpet presents a uniform appearance.
4. Moveable furniture shall be moved for cleaning and shampooing then is restored to its original position.
5. Immovable furniture shall be protected to prevent saturation to prevent rust and mildew.

**ADD ALTERNATE #2                      Clean All Interior and Exterior Windows and Glass Walls**

**FREQUENCY:                      SEMI-ANNUALLY**

**LOCATIONS:                      Throughout the Interior and Exterior of the Building**



**STANDARDS:**

1. Screens removed from windows.
2. Windows are free of dirt and streaks both inside and outside.
3. Glass presents a uniform appearance inside and outside.
4. Screens are hung correctly and returned to original position.

**ADD ALTERNATE #3**

**Clean All Lighting Fixtures**

**FREQUENCY: ANNUALLY**

**LOCATIONS: All Lighting Fixtures Through out the Building**

**STANDARDS:**

1. Interior reflectors free of dirt, dust and streaks.
2. Exterior diffuser or globes free of dirt, dust and streaks.
3. Fluorescent tubes cleaned and free of dirt, dust, and streaks.
4. Lighting fixtures reassembled to their proper operating condition.

**ADD ALTERNATE #4**

**Clean Venetian Blinds**

**FREQUENCY: ANNUALLY**

**LOCATIONS: Throughout the Building**

**STANDARDS:**

1. Venetian Blind slats are free of dirt, dust and streaks.
2. Blinds are hung correctly and returned to original position.
3. Windows and sills kept clean in the process

20. **CONDUCT OF DAY PORTERS AND EVENING JANITORS:**

- 20.1 Employees of the Contractor, while performing work under this contract, shall not:
  - 20.1.1 Remove any State property or personal property, equipment, monies, forms, or any other item from the building;
  - 20.1.2 Engage in loud boisterous behavior;
  - 20.1.3 Play radios or tape/CD players or sound amplification devices;
  - 20.1.4 Be under the influence of alcohol or drugs;

- 20.1.5 Gamble;
  - 20.1.6 Turn on or off or use any equipment other than the Contractors equipment;
  - 20.1.7 Use any State telephone except a telephone designated by the building management for the purpose of business under this contract. The Contractor shall reimburse the State for any costs for misuse of telephones;
  - 20.1.8 Open any desk, file cabinet or storage cabinet;
  - 20.1.9 Consume any food or beverage, other than that brought with the employee or purchased from vending machines, and only in areas designated by the building management;
  - 20.1.10 Engage in horseplay;
  - 20.1.11 Remove any article from desks;
  - 20.1.12 Sleep or engage in inappropriate behavior;
  - 20.1.13 Engage in long conversations with the security guards, employees or visitors;
  - 20.1.14 Take photographs of the building or its contents;
  - 20.1.15 Remove any documents, records, forms or paper of any kind which is not either in trash cans or clearly marked as trash;
  - 20.1.16 Use any tobacco or tobacco products in any form;
  - 20.1.17 Engage in any activity which is not in the best interest of the State or is otherwise detrimental to the performance of this contract.
  - 20.1.18 Have any visitors, bring children to work or any unauthorized individuals into the facility at any time.
  - 20.1.19 Enter the facility during non-specified working hours without the prior knowledge and approval of the Multi-Service Center Manager or his/her designee.
  - 20.1.20 All employees must be able to fully read, write and speak English.
- 20.2 Should the State find any janitor undesirable under this contract, the State shall immediately notify the Contractor=s representative verbally, followed by a written notification to the Contractor, that the particular janitor is undesirable. The Contractor shall be responsible for the conduct of that janitor and liable for any action or inaction of that janitor while performing work under this contract.

**21. CONTRACTORS EMPLOYEES**

- 21.1 All of Contractors employees must wear approved identification badges when in or on State property. The Multi-Service Center Manager or his/her designee shall periodically verify passes with employees.
- 21.2 The Contractor shall require all employees to wear company uniform, work clothing for ready identification and assure that every employee is in the proper attire on the date an employee enters on duty. A below-waist work smock is acceptable. Any color or color combination as approved by the Multi-Service Center Manager or his/her designee may be

used, however, the distinctive clothing shall be the same for all of the Contractors employees. Employees will be required to dress neatly commensurate with the tasks being performed.

- 21.3 Personnel employed by the Contractor shall be capable employees qualified in this type of work. The Contractor shall initially staff the building with trained and experienced cleaning personnel who will exhibit capability to operate with a minimum of supervision. A fully qualified work force shall be maintained throughout the period of this Contract. All personnel shall receive close and continuing first-line supervision.
- 21.4 The Contractor shall employ, at all times, the quantity and quality of supervision necessary for both effective and efficient management of cleaning operations. The On-site Supervisor shall have an intimate knowledge of the various cleaning tasks, equipment and materials so as to be able to both properly train and direct the janitor(s) in their individual tasks and to maintain and control an effective inspection and follow-up program.
- 21.5 The Contractor shall not hire State employees for work in State buildings.
- 21.6 Must be a US citizen or have work visa.
- 21.7 Must have the ability to fully speak and write English.

22. **AUTHORIZATION FOR ACCESS TO RECORDS AND DOCUMENTATION:**

Upon award of this contract the Contractor and applicant(s) of the Contractor that are to be assigned to this contract shall present the following documentation to the Multi-Service Center Manager or his/her designee:

- 22.1 A signed AAuthorization for Access to Records and Documentation@ form is provided by the facility;
- 22.2 The applicant(s) completed application;
- 22.3 A copy of certification of the applicant(s) education requirements;
- 22.4 Reference check of applicant(s) past employers;
- 22.5 The applicant(s) must pass the background check and meet the standards of the Department of General Services;
- 22.6 All applicant(s) will be interviewed by the Agency. Applicant(s) will not be interviewed if all of the above information is not received prior to interview.
- 22.7 No employees of the Contractor shall be allowed at the facility without having completed background clearance through District Court.

23. **DEDUCTIONS FOR NON-PERFORMANCE:**

- 23.1 Reductions for **No Shows** apply to the **Day Porter** and **On Site Supervisor** will be based on the amount of scheduled hours, times the hourly billing rate for the Day Porter and/or on site Supervisor.

- 23.2 Reductions for below standards work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and State worker(s) are assigned to perform the task(s).
- 23.3 Reductions for non-performance will be made if the task(s) was not done and State worker(s) have to be assigned immediately to perform the task.
- 23.4 Reductions for 23.2 and 23.3 above will be based on the hourly wage rate of the State employee(s) assigned to perform the task(s) times the hour(s) required for State worker(s) to perform the task.
- 23.5 The following reductions shall be used in adjusting the Contractor's invoice when the Contractor fails to perform any task required in these specifications or performs any task below the standards as required in these specifications.

For each 12 month period of the contract:

First occurrence - written documentation notice from the Contract Monitor to the Contractor.

Second occurrence - written documentation and deduction of 5% of monthly invoice amount.

Third occurrence - written documentation and deduction of 10% of monthly invoice amount.

Each additional occurrence - Written documentation and deduction of 15% of monthly invoice amount.

Note: Copies of all correspondence regarding this clause must be submitted to the DGS Procurement Officer. Reductions for "No Shows" may be based on the normal number of Contractor's personnel assigned to the building multiplied by the hours normally worked by the Contractor, at the hourly rate of the Bid. Reductions for below standards work may be made if, after the second documented notification, the Contractor has not corrected the deficiency. If, in the judgment of the Contract Monitor, a deficiency goes unaddressed by the Contractor after timely notification, the Contract Monitor may approve of DGS using state employees or another outside firm/contractor to do the work in question and deduct the full cost of that work from the Contractor's monthly invoice. The referenced conditions (examples) may result in Termination of Contract for Default by the Procurement Officer.

#### 24. **DISPUTE ARISING FROM REDUCTIONS:**

- 24.1 Should the Contractor dispute the validity of a reduction determination made by the Maintenance Supervisor, he/she may appeal the reduction to the Multi-Service Center Manager within seven (7) calendar days or the receipt of the determination.
- 24.2 The Multi-Service Center Manager will review the reduction and make a written determination as to its validity within seven (7) calendar days of the receipt of the appeal from the Contractor.
- 24.3 Should the Contractor disagree with the decision of the Multi-Service Center Manager, the Contractor may appeal the decision to the Superintendent, Department of General Services Multi-Service Centers, 3451 Courthouse Drive, Ellicott City, MD 21043, within seven (7) calendar days of receiving the written documentation of the Multi-Service Center Manager.
- 24.4 The Superintendent shall review all documentation and arguments and make a written determination within seven (7) calendar days of receiving the appeal for the Contractor.

#### 25. **PAYMENT TO THE CONTRACTOR:**

- 25.1 At the end of each month, the Contractor shall render to the Multi-Service Center Manager or his/her designee its invoice, for the service provided over the preceding month.

- 25.2 The invoice shall not exceed one thirty-sixth (1/36th) of the annual base amount of the contract, plus any alternates that were performed during the preceding month.
- 25.3 The invoice will detail any known reductions as outlined in the Specifications. The Contractor's Federal Tax Identification Number or Social Security Number must appear on the front of the invoice. All invoices shall be addressed as follows:

**Department of General Services  
Fiscal Services Division  
301 West Preston Street Room 1309  
Baltimore, Maryland 21201**

- 25.4 The Multi-Service Center Manager or his/her designee shall review the invoice and any necessary reductions which must be made in accordance with these Specifications. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

26. **HOURLY RATE:**

The Contractor should submit the hourly rates; submitted online as attached, for Day Porter, Evening Janitor(s) and On-site Supervisor and shall be for non-overtime work regardless of the day of the week or hour of the day the work is performed. This rate may be used when required by the State to work special hours providing additional janitorial services under the contract. The hourly rates will be used to calculate additions and reductions to the scope of work defined by these specifications. Any changes to the scope of work shall be approved by change order issued by the Procurement Officer.

The Contractor shall be responsible for **any** wage/rate increases for the term of the contract and such increases may not be passed on to the State of Maryland for the term of the contract.

27. **CHANGES TO THE SCOPE OF WORK:**

- 27.1 The Procurement Officer may, at any time change the scope of work of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his operations.
- 27.2 Upon receiving notice of the change, the Contractor's monthly invoice will be adjusted to reflect the value of the change in service under this contract.

28. **STATE REPRESENTATIVE:**

The Multi-Service Center Manager or his/her designee will enforce the standards of this contract. The Multi-Service Center Manager or his/her designee does not have the authority to change or alter any of the terms and conditions of this contract.

29. **INSPECTION AND APPROVAL OF WORK:**

The State will demand strict conformance to the standards and on the frequency specified. The Multi-Service Center Manager or his/her designee will inspect all completed work and will ascertain that all tasks have been satisfactorily accomplished.

30. **CONTRACTOR=S INSURANCE:**

The Contractor must furnish and keep in effect during the term of this contract the following:

General liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, including but not limited to Personal Injury liability coverage. This insurance must cover the risks of false arrest, false imprisonment, malicious prosecution, defamation of character, libel, slander or other torturous conduct caused by any acts of the Contractor=s employees.

Such Workmen's Compensation Insurance as is required by the Laws of the State of Maryland.

Unless the Procurement Officer otherwise agrees and before the Contractor begins work, the Contractor must submit any required certificates of insurance to the Procurement Officer for review and approval. These certificates shall be held by the Procurement Officer for the duration of the contract. The State shall have the absolute right to terminate the contract if any insurance policy is canceled at any time for any reason and a new policy is not obtained by the Contractor and approved by the Procurement Officer. Unless the Procurement Officer otherwise agrees, the new policy must be effective as of the previous policy=s date of cancellation.

In the "Description of Contract" bottom portion of the certificate must include the following language: **"State of Maryland is listed as Additional Insured on General Liability, Auto Liability, Umbrella, Pollution Liability, and Excess as required by written contract or agreement, subject to the provisions and limitations of the policies."**

**FIDELITY BOND:**

Contractor=s employees must be bonded by a company approved by the State of Maryland Insurance Commissioner to issue such bonds in Maryland. The bond or bonds shall protect the State against loss by the theft of money or other property from the premises to which the State or others may sustain as a result of any fraudulent or dishonest act of Contractor=s employee, acting alone or in collusion with others, during the term of this contract. Said bond or bonds shall have a limit at least \$2,500 per occurrence, per employee. Unless the Procurement Officer otherwise agrees, and no later than time of award of contract, contractor must deliver said bond to the State. The Contractor=s must provide the State with a notice of cancellation within fifteen (15) days.

31. **LIVING WAGE**

A solicitation for services under a State contract valued at \$100,000 or more may be subject to Title 18, State Finance and Procurement Article, Annotated Code of Maryland. Additional information regarding the State's wage requirement is contained in the following section entitled *Living Wage Requirements for Service Contracts*. If the Bidder fails to complete and submit the required Living Wage documentation, the State may determine a Bidder to be not responsible.

Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least \$13.19 per hour, if State contract services valued at 50% or more of the total value of the contract are performed in the Tier 1 Area. If State contract services valued at 50% or more of the total value are performed in the Tier 2 Area, a Bidder shall pay each covered employee at least \$9.91 per hour. The specific Living Wage rate is determined by whether a majority of services take place in a Tier 1 Area or Tier 2 Area of the State. The Tier 1 Area includes Montgomery, Prince George's, Howard, Anne Arundel, and Baltimore Counties, and Baltimore City. The Tier 2 Area includes any county in the State not included in the Tier 1 Area. If the employees who perform the services are not located in the State, the head of the unit responsible for a State contract pursuant to §18-102 (d) shall assign the tier based upon where the recipients of the services are located.

The contract resulting from this solicitation (MDDGS31013057) has been deemed to be a **Tier 1** contract.

\*\*\*See the LIVING WAGE attachments to this solicitation\*\*\*

\*\*\*Read the LIVING WAGE attachments thoroughly and retain for future reference\*\*\*

32. **HOURLY WAGES**

The Contractor shall be responsible for **any** wage/rate increases for the term of the contract and such increases may not be passed on the MD Department of General Services or the State of Maryland for the term of the contract.

33. **MINORITY BUSINESS ENTERPRISE**

The Maryland State Department of General Services adheres to the State of Maryland Minority Business Enterprise (MBE) policies. Minority Business Enterprise vendors are encouraged to respond to this solicitation as the prime contractor and Minority Business enterprise vendors shall be represented, in subcontract with a **10% MBE** participation goal in the total bid price of this solicitation.

**NOTE: The Prime Contractor cannot also be the Sub-Contractor.**

34. **MBE FORMS ATTACHMENT A**

- A. You must submit the required MBE Forms (Attachment A), electronically with your bid or prior to the bid opening.
- B. In accordance with COMAR 21.11.03.09 (5); Failure to submit the MBE Forms completely and accurately may deem your bid **NON-RESPONSIVE**.
- C. MBE Forms can be mailed or hand carried in a marked sealed envelope to the attention of the Procurement Officer, Michelle Frierson, 301 W. Preston St., Rm. M-3, Baltimore, MD 21201 prior to the bid opening deadline. MBE Forms **CANNOT** be faxed.
- D. If the bidder fails to submit the MBE Forms with the bid electronically or prior to the bid opening deadline, the Procurement Officer shall deem the bid non-responsive and shall determine that the bid is not reasonably susceptible of being selected for award.

35. **MBE FORMS ATTACHMENT B and C**

These forms (Attachments B and C) must be submitted within ten (10) business days of notification of intent to award. These documents will be requested by the Procurement Officer. However, these forms may be submitted with the online response.

36. **BID/PROPOSAL AFFIDAVIT**

The bid/proposal affidavit shall be submitted with the bid electronically or prior to the bid opening deadline. The bid/proposal affidavit can be mailed or hand carried to the attention of Michelle Frierson, 301 W. Preston St., Rm. M-3, Baltimore, MD 21201. Failure to submit the bid/proposal affidavit with your bid or prior to the bid opening deadline may deem your bid non-responsive.



37. **SMALL BUSINESS RESERVE**

This is a **Small Business Reserve (SBR) Procurement** for which award will be limited to Certified Small Business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

38. **QUALIFICATIONS and REFERENCES**

Prior to submitting a bid for the work described by the specifications for solicitation, the bidder must have at least **three (3) complete and consecutive** years of providing the type of services described in this solicitation. The experience of company officials gained prior to the formation of the company, corporation or other business entity may be considered in the evaluation of the bidders qualifications.

Bidders must submit at least three (3) and no more than five (5) references of companies or organizations for which the bidder provided services of the type, size and complexity similar to those specified with this solicitation. Bidders should submit references via online. The references must have been for services provided within the past five (5) consecutive years. Each reference must include the following:

- A. Name, address, phone number and contact person.
- B. Name and location of reference.
- C. Term of contract.
- D. Size and type of facility (square footage).
- E. Type of service provided.
- F. Letters of testament are optional.

39. **BASE BID:**

The **Base Bid** will be the total thirty-six (36) month price for the provision of all janitorial services as described in these Specifications under Section 2. (Scope of work), this price covers all daily, three times per./wk, weekly, bi-weekly and twice yearly tasks to the standards set forth including supplies, equipment, wages, overhead and profit for the entire term of the contract.

40. **ADD ALTERNATES:**

Add Alternates prices must include semi-annual and annual tasks to the standards set forth including all supplies, equipment, wages, overhead and profit for the entire term of the Contract. Each Alternate task is to be priced individually.

**Add Alternate #1** – two times per year for Section 19, #1, Clean and Shampoo all Carpeting - Semi-Annually.

**Add Alternate #2** – two times per year for Section 19, #2, Clean all Interior and Exterior Windows and Glass Walls - Semi-Annually.

**Add Alternate #3** – one time per year for Section 19, #3, Clean all Lighting Fixtures - Annually.

**Add Alternate #4** – one time per year for Section 19, #4, Clean all Venetian Blinds throughout the Building – Annually

41. **BASIS OF AWARD:**

The contract will be awarded to the responsible bidder that submits the lowest responsive Base Bid or, if specified, Base Bid plus one or more Add Alternates based on fund availability. The cost of any Add Alternate specified is not to be included the Base Bid.

**Note: If the Bidder fails to bid on all lines in eMarylandMarketplace, the Procurement Representative/Officer shall deem the bid non-responsive.**